

CLASSIFICATION SPECIFICATION FOR: ADMINISTRATIVE SECRETARY

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of difficult and complex support functions in behalf of department heads and their staffs.

Work is performed under general supervision. Incumbents may direct the work of other clerical employees either on a regular or intermittent basis.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs secretarial and general clerical functions for a department head and staff which involve independent judgement and a thorough knowledge of department operations.
2. Provides a variety of information which, depending upon job assignment, may entail knowledge of specialized and technical subject matter.
3. Initiates and responds to correspondence which may involve composition by the incumbent.
4. Types material from handwritten notes, copy, dictating machine.
5. Collects and tabulates a variety of data for projects, studies and budget review and may consolidate such data into preliminary report form.
6. Establishes and maintains comprehensive records systems, and may develop reports based upon data provided by such systems.
7. Arranges appointments, meetings, conferences and trips for department heads and staff.
8. Screens telephone calls and visitors.
9. Prepares requisitions, expense statements and related transactions.
10. Attends meetings, records proceedings and prepares summaries or minutes.
11. Directs the work of other clerical personnel, including the responsibility for work assignments and priorities.
12. Operates a variety of office equipment including typewriters, dictating equipment, calculators, and work processors.

13. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade or equivalent.
- Four years of responsible experience in clerical and secretarial work.
- Additional qualifying education may be substituted for up to one year of the desired experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- functions and procedures of the operating unit and of the Town
- principles of office management
- basic mathematics
- correspondence forms and correct punctuation, spelling, grammar and vocabulary
- records retention systems
- modern office equipment

Ability to:

- manage and coordinate office clerical functions
- work independently
- make decisions on procedural matters with only limited direction received
- type at a speed of not less than 60 net words per minute from clear copy
- maintain effective working relationships with those contacted in the course of work

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid California driver's license.

PHYSICAL DEMANDS

Employees must be able to: sit at desk for long periods of time; repetitively use fingers and/or wrists or hands while twisting or applying pressure; maintain concentration and have the capability to make sound decisions; have rapid mental/muscular coordination; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; lift up to twenty-five pounds, and carry up to ten pounds.

WORK ENVIRONMENT

Employee works indoors, in direct contact with other Town personnel and the public, without close supervision, with a high volume of work and firm deadlines.

FLSA: Non-exempt

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